

# **[Insert Project Name]**

- **Project Charter**

[Insert Date]

**This project supports the following  
Balanced Scorecard Goals:**  
*(Check all that apply)*

- ☐ **Objective 1 – All Hoosiers understand the urgent and critical need for dramatic improvement in student learning**
- ☐ **Objective 2 – Leadership is developed and supported in Hoosier communities to work to improve student learning**
- ☐ **Objective 3 – The conditions (freedom, support and expectations) exist to drive the re-design and delivery of student-centered, learning-focused education**
- ☐ **Objective 4 – Every teacher dramatically increases learning by each student**
- ☐ **Objective 5 – Every student masters and builds on Indiana’s academic standards in reading and writing, mathematics, science and social studies**

**BSC Performance Indicators Addressed:**

*Insert text here*

## Introduction

*Provide background and a brief description of the project, including information on the need/problem. Also, include the projected timeframe for accomplishment and list the key desired results that are to be accomplished by the project.*

### Project Description:

*Insert 3-5 sentences that succinctly state what you are going to do (i.e., things you want to accomplish w/ the end in mind- what will it look like?)*

### Desired Results:

1	
2	
3	
4	

## Project Organization

Role	Description	Staff Assigned
<b>Sponsor (s)</b>	Has ultimate authority over and is responsible for a project and/or a program, its scope & deliverables.	
<b>Project Manager(s)</b>	Develops and maintains project plan and project schedules, executes project reviews, tracks & disposes of issues & change requests, manages the budget, and is responsible for overall quality of the deliverables.	
<b>Project Team</b>	Is responsible for performing the activities necessary for implementation of the project.	
<b>Customers</b>	Provides expert understanding of their organization, and represents area for which the project is intended to support/serve.	

## Project Scope

### PROJECT SCOPE AND SCHEDULE SUMMARY

The table below is to be used for all projects as follows:

- **Step I – Project Plan** (*see table 1 below*)
  - Identify the project's deliverable (noun) in the row that is highlighted. You can add additional rows to accommodate all of the project's deliverables. The rows beneath each deliverable are for the detailed tasks.
  - Identify the detailed tasks to produce each deliverable in the rows beneath the deliverable
  - For ***each*** task, indicate a date when the work will begin and when the work will be finished. Additional rows can be added as necessary.
- **Step II –Monthly Status Report** (*see table 2 below*)
  - Indicate the status for each activity and the actual completion date.
  - Identify any issues that the project is dealing with in the rows at the bottom of the table.
  - The monthly report is to be submitted to the Sponsor(s) and will reflect work completed in the previous month.

						[DATE]
<b>Project Schedule/Status Report</b>						
<Insert Project Name>			Submitted by: <insert name>			
	<b>Deliverable(s) and Tasks</b>	<b>Responsible Person</b>	<b>Start Date</b>	<b>Projected End Date</b>	<b>Status (%complete)</b>	<b>Actual Completion Date</b>
1.0	[ Insert First Deliverable]					
1.1	[insert task]					
1.2	[insert task]					
1.3	[insert task]					
1.4	[insert task]					
1.5	[insert task]					
1.6	[insert task]					
1.7	[insert task]					
1.8	[insert task]					
1.9	[insert task]					
<b>Task #</b>	<b>Issue(s)</b>	<b>Date Presented</b>	<b>Resolution</b>			<b>Date Resolved</b>

**Table 1**

						[DATE]
<b>Project Schedule/Status Report</b>						
<Insert Project Name>				Submitted by: <insert name>		
	<b>Deliverable(s) and Tasks</b>	<b>Responsible Person</b>	<b>Start Date</b>	<b>Projected End Date</b>	<b>Status (%complete)</b>	<b>Actual Completion Date</b>
2.0	[ Insert First Deliverable]					
2.1	[insert task]					
2.2	[insert task]					
2.3	[insert task]					
2.4	[insert task]					
2.5	[insert task]					
2.6	[insert task]					
2.7	[insert task]					
2.8	[insert task]					
2.9	[insert task]					
<b>Task #</b>	<b>Issue(s)</b>	<b>Date Presented</b>	<b>Resolution</b>		<b>Date Resolved</b>	

**Table 2**

						[DATE]
<b>Project Schedule/Status Report</b>						
<Insert Project Name>				Submitted by: <insert name>		
	<b>Deliverable(s) and Tasks</b>	<b>Responsible Person</b>	<b>Start Date</b>	<b>Projected End Date</b>	<b>Status (%complete)</b>	<b>Actual Completion Date</b>
3.0	[ Insert First Deliverable]					
3.1	[insert task]					
3.2	[insert task]					
3.3	[insert task]					
3.4	[insert task]					
3.5	[insert task]					
3.6	[insert task]					
3.7	[insert task]					
3.8	[insert task]					
3.9	[insert task]					
<b>Task #</b>	<b>Issue(s)</b>	<b>Date Presented</b>	<b>Resolution</b>			<b>Date Resolved</b>

**Table 3**

## Project Dependencies and Assumptions

Identify other project dependencies and/or efforts that are related to, that affect, or may be affected by, the project being planned. Also, identify any assumptions that could significantly affect the project depending on their outcome. Indicate a Degree of Impact of “High”, “Medium” or “Low”. (Examples: staff availability, another project that must be done prior to launch, etc.)

Dependency/Assumption (brief description)	Degree of Impact

## Communications Plan

Identify the target audience, desired behavior, possible resistance, “What’s in it for me, key messages, medium, and delivery details – who, where, how often.

**[Insert plan here or attach]**

## Project Budget Summary

[The budget and costs reflected in the Project Plan should account for all resource labor, hardware, software, facilities, etc. required to achieve the stated scope and objectives.]

Project Budget Summary				
Budget Categories		Amount	Amount [additional funding source]	Amount [additional funding source]
a	Internal Resource Labor <i>(estimate the number of hours that will be required to complete the project)</i>	_____ hours		
b	External (Contract) Resource Costs	\$ XXX (total contract costs)		
c	Materials and Supplies <i>(please list)</i>	\$ XXX		
d	Employee Expenses <i>(i.e., travel, registration fees, etc.)</i>	\$ XXX		
e	Training <i>(please list)</i>	\$ XXX		
f	Other <i>(please list)</i>	\$ XXX		
<b>TOTAL</b> <i>(sum rows b-f)</i>		<b>\$ XXX</b>	<b>\$ XXX</b>	<b>\$ XXX</b>

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**Team Member Signature**

(Instructions: Hold a review of the project plan with your team members and obtain their agreement to participate. Each team member’s signature represents his or her agreement to participate in this effort.)

TEAM MEMBER - AGREEMENT TO PARTICIPATE		
ORGANIZATION / REP	SIGNATURE	DATE
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